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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

STATE OFFICE PROCEDURE FOR CROP INSURANCE

GENERAL

In each State office in the North Central Region there will be established a section known as the Crop Insurance Section. In each State in the North Central Region, except Wisconsin, there will be appointed a State Crop Insurance Supervisor. In Wisconsin, a member of the present State Committee will act as State Crop Insurance Supervisor. The employment shall be effected by a Letter of Authorization from the Regional Director to the Chairman of the State Agricultural Conservation Committee. He will also receive from the Corporation a collaborator's appointment, pointing out his official duties with respect to the Crop Insurance Program. Although this person is to be paid by the Agricultural Adjustment Administration from funds made available by the Corporation, for many purposes he is to be considered as an employee of the Corporation. However, insofar as his physical demeanor and the coordination of his work with the functions of the State office are concerned, he shall be subject to the regulatory supervision of the Chairman of the State Agricultural Conservation Committee.

Supervision and Responsibilities:

The State Crop Insurance Supervisor is to be under the regulatory supervision of the Regional Director of the Agricultural Adjustment Administration, when engaged in the following work:

- (1) supervising assembly and preparation of applications,
- (2) supervising county and State checking of applications,
- (3) supervising final sale of policies,
- (4) supervising work incidental to collection of premiums up to the time of delivery of premiums to the County Insurance Supervisor.

The State Crop Insurance Supervisor is under the immediate direction of the Federal Crop Insurance Corporation when engaged in the following work:

- (1) supervising assembly of premiums paid in wheat,
- (2) supervising distribution and interpretation of insurance regulations,

- (3) supervising work in adjustment of losses,
- (4) supervising inspection of damage and such other necessary work as there may be after the receipt of premiums and the assumption of financial obligation on the part of the Federal Crop Insurance Corporation.

COUNTY SUPERVISION AND COUNTY PERSONNEL

County Insurance Supervisor:

In each county or group of counties where it is apparent that there is sufficient interest in crop insurance to warrant a campaign, a County Insurance Supervisor shall be selected. This person shall be recommended to the State Crop Insurance Supervisor by the County Agricultural Conservation Committee in collaboration with the person contacting the county office for the State Agricultural Conservation Committee. Upon approval by the State Crop Insurance Supervisor, his employment shall be effected by the County Agricultural Conservation Committee. In counties where the number of wheat growers will be sufficient to warrant a campaign but not sufficient to require the services of a full time supervisor, it would seem advisable to select a member of the present Agricultural Conservation Committee as County Insurance Supervisor. He may then devote such time as is necessary to the Crop Insurance Program.

A sufficient number of Crop Insurance representatives shall be selected in each county by the County Agricultural Conservation Committee in cooperation with the County Insurance Supervisor and with the approval of the State Crop Insurance Supervisor to complete the soliciting of applications from wheat growers in a period of approximately thirty days. The employment of these persons shall be made by the County Committee upon the approval of the State Crop Insurance Supervisor.

It is essential that the appointments of Crop Insurance representatives be effected immediately as a means of assuring definite progress to the campaign. It is expected that applications will be completed, premiums paid and policies issued before the wheat is seeded.

EXPENSE REPORTS

Semi-monthly progress and expense reports, form FCI-21, will be forwarded to the State office by the County Supervisors. The State Crop Insurance Supervisor shall prepare FCI-22 forms in triplicate, immediately after the various county reports are received. One copy of this report shall be forwarded to the Federal Crop Insurance Corporation, at the branch office, and one copy forwarded to the North Central Division, Washington, D. C.

The State Crop Insurance Supervisor shall calculate average costs for the State per person solicited and the average cost per

application completed. After due consideration of various circumstances that may be a justifiable reason for a variance in cost between counties, he shall cause an investigation to be made in those counties where the expense seems excessive in order to determine and correct the cause of such excessive expense. In those cases where he determines the County Insurance Supervisor does not appear capable of supervising the operation of the Crop Insurance Program in an efficient and economical manner, he shall notify the County Committee of his disapproval and another supervisor shall be selected. Therefore, it is imperative that the State Crop Insurance Supervisor carefully review the semi-monthly reports, form FCI-21, of all counties and take action to see that the Crop Insurance campaign is progressing satisfactorily in each county.

The County Insurance Supervisors will forward to the State Crop Insurance Supervisor a copy of FCI-18, the Summary of Daily Reports of Crop Insurance Representatives. The use of this form is primarily for the County Insurance Supervisor, but the State Crop Insurance Supervisor should review each copy as received from the county so that he may satisfy himself that County Insurance Supervisors have made proper use of the form and see that County Insurance Supervisors have eliminated from their county personnel those Crop Insurance representatives who are not efficient and economical in the conduct of the work.

Expenses for the Crop Insurance Program within the county will be included with county expense for the Agricultural Conservation Program on form ACP-8. Any expense to be charged to the Crop Insurance Program will be listed on a copy of "Report of Distribution of Monthly Expenses among Various Programs Administered by the County Agricultural Conservation Association" which will accompany form ACP-8. Before the voucher is approved for payment, the amount charged to the Crop Insurance Program should be approved by the State Crop Insurance Supervisor. The basis of his approval will be the semi-monthly reports of the County Insurance Supervisor, and the amount approved must be equal to the sum of the two reports for the respective month. In order not to delay the payment of county expenses, it is imperative that the forms FCI-21 be forwarded promptly from the counties on the 15th and last day of each month.

FORMS

The State Crop Insurance Supervisor shall supervise the distribution of all forms, printed material, and equipment to the various county offices within the State. He shall estimate his future needs of these items and see that requisition is made for such additional quantities as are required.

Sufficient office equipment should be available in the State office for handling the Crop Insurance Program for the present.

HANDLING OF APPLICATIONS IN THE STATE OFFICE

After the applications for Crop Insurance are prepared and reviewed in the county office, they will be transmitted to the State office on form FCI-15, FCI-16, or FCI-24, depending on whether the yield was determined from actual data or by appraisal. Transmittals will be made each week from the counties or at shorter intervals if fifty

applications have been prepared. Those applications on which the yield is above county average will be listed at the top of the transmittal sheets and those below county average will be listed at the bottom of the sheets. Totals are made on each transmittal sheet. The State Crop Insurance Supervisor shall review all the transmittal sheets received to determine whether the average yield allowed in the county is approximately the same as the county average yield established by the Crop Insurance Corporation. The County Insurance Supervisor shall accompany each transmittal or application with an outline map of the county. On this outline map he will have placed a dot showing the approximate location of each farm for which an application is transmitted. By studying this dot map, the State Crop Insurance Supervisor may determine that even though the majority of applications in the transmittal are above or below county average, they should be acceptable because of selectivity; that is, the majority of the farms may be located in a certain section of the county which is known to be the better or the poorer wheat-producing area. The State Crop Insurance Supervisor shall prepare a master map for each county and keep it up to date by entering a dot on the master map showing the location of each farm in each new transmittal received from the county.

The State Crop Insurance Supervisor shall establish an Examination Unit for the purpose of giving the applications a cursory editorial examination. It should be large enough to handle the applications as rapidly as they are transmitted to the State office.

Applications shall be examined to see that all items are filled out; that the application is properly signed; that all strikeouts are initialed; and that the map is properly prepared and the acres to be seeded to wheat, as shown on the map, check with the acreage as shown in Table V of the application. Applications not properly executed shall be immediately returned to the county for correction.

Applications which are properly executed shall be immediately forwarded to the branch office of the Corporation serving such State. Each group of applications forwarded to the branch office shall be accompanied by the dot map as it was received from the county. A statement should also accompany these applications to inform the branch office of the Corporation of those applications which were returned to the county office for correction and the reason for their return.

Further detailed instructions will be forwarded to the State office from time to time as the program progresses.